



UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF ILLINOIS

CHAMBERS OF
JEANNE E. SCOTT
UNITED STATES DISTRICT JUDGE

319 U.S. COURTHOUSE
600 EAST MONROE
SPRINGFIELD, ILLINOIS 62701
217-492-4000
FAX: 217-492-4004

RULES OF THE COURTROOM - JUDGE SCOTT

- (1) Only counsel and parties are to be seated at counsel table. Also, only members of the bar are to be seated inside the rail and in the well of the Court, unless the Court specifically authorizes otherwise.
- (2) Ask leave to approach a witness with an exhibit the first time. It is not necessary to repeat subsequent requests with the same witness.
- (3) Please address the Court in arguing objections, and not other counsel.
- (4) Counsel will refer to court officials by their titles and not by their first or last names (i.e., “The Clerk”, “The Court Reporter”, “The Marshal”, “The Bailiff”, etc.). Counsel are also asked to refer to each other as “Mr.”, “Miss”, “Ms.”, or “Mrs.”, rather than by their first names.
- (5) In jury trials, as a general rule, court will convene at 9:00 A.M., take a mid-morning recess, break for lunch from Noon to 1:30 P.M., take a mid-afternoon recess, and adjourn for the evening at 5:00 P.M.
- (6) The Court will conduct the voir dire examination. If counsel have any particular, non-routine questions called for by the nature of the specific case on trial, they must provide them to Judge Scott by the time of the final pretrial. Peremptory challenges will be made at side bar, or in Chambers if the Court so directs.
- (7) Counsel are requested either to go across to the attorney/witness room themselves to call a witness, or to arrange for an associate to do so. The Marshals and Court Security Officers (CSOs) are in the courtroom for security purposes only and are instructed not to engage in any activity other than security protection for the Court, the jury, counsel, and the attending of juries.
- (8) No food or drink will be permitted in the courtroom at any time, other than the water on counsel tables. Also, newspapers are not to be read in the courtroom.
- (9) No electronic devices which beep, ring, buzz, or whistle (e.g. cellular phones, alarm clocks, pagers) are to be used while Court is in session.